

# VACANCY NOTICE

#2004-80

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Management &amp; Methods Analyst</u>	CLASSIFICATION CODE: <u>02704200</u>
	SALARY RANGE: <u>322, \$32646 - 37052</u>	REFERENCE POSITION NO.: <u>2420-10000-127</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>8/23/04 - 8/30/04</u>
	<u>Division/Section/Unit</u> <u>Accounts and Control / Preaudit</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st ( Monday - Friday )</u>	Job Location: <u>One Capitol Hill, Providence, RI 02908</u>
	Restrictions/Limitations: <u>LTPS 11/27/04</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 - Local 2448</u>	
	There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b><u>DUTIES / RESPONSIBILITIES:</u></b>	
	( PLEASE SEE ATTACHED )	
Minimum Education & Experience	<b><u>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</u></b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b><u>Education:</u></b> Such as may have been gained through: graduation from a college of recognized standing; and <b><u>Experience:</u></b> Such as may have been gained through: employment requiring the application of techniques and methods relating to research work and analyses of administrative policy, methods and management. <b><u>Or,</u></b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Maureen Fletcher Accounts and Control Department of Administration One Capitol Hill Providence, RI 02908	Telephone #: <u>222-5067</u> Fax #: <u>222-6437</u> TTY/TDD #: <u>7-1-1</u> (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

## **DUTIES AND RESPONSIBILITIES OF MANAGEMENT AND METHODS ANALYST**

- This position must be familiar with the RISAIL system. Particularly critical to this position is the understanding of the state's accounting structure and the flow of the state's payment documents.
- This position will provide system testing, which includes but not limited to the testing of the capacity and capability of new Accounting/Accounts Payable related systems. Included in the testing is the ability to relay testing results in both in written and oral formats.
- This position will conduct Statewide Training Sessions on various Accounting/Account Payable systems. Included in the Training is the ability to create classroom labs, develop handouts and other pertinent training materials.
- This position will provide assistance to system users in a "help desk" capacity.
- This position will be responsible for the examining of Vendor Payments, Purchase Orders, Master Blankets and other such documents at various processing stages to determine that they have been properly authorized and are legitimate state expenditures based on various guidelines.
- This position will be responsible for processing vendor and employee invoices and direct payments after the receipt from the agency to the creation of the payment transaction.
- This position will be responsible for internal functions that affect the flow of Account Payable documents throughout the state's system.
- This position must be familiar with working with various computer applications such as Excel, Access, PowerPoint and Word and comfortable in the learning of new applications.
- This position will be instrumental in the development of new procedures that will improve and quicken the state's payment process.
- This position will be responsible for other related functions and duties.